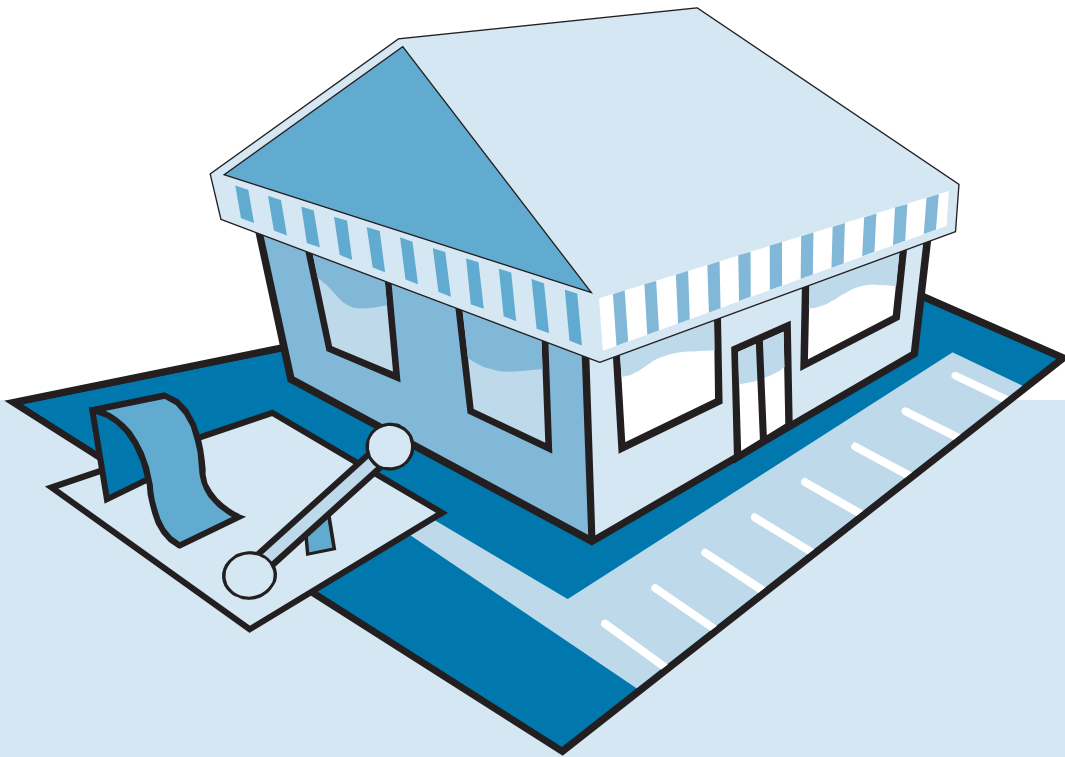
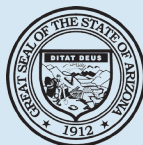


Arizona Health and Safety Policy Manual



for **Child Care Centers**

Prepared by the Arizona State School Readiness Board
Governor's Office of Children, Youth and Families
Spring, 2006



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State School Readiness Board
Governor's Office for Children, Youth and Families
Phoenix, AZ

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The resources listed below have provided information and inspiration to create this manual for Arizona child care centers. We thank their writers and developers for their hard work and insight.

American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care. (2002) Caring for our children, national health and safety standards: Guidelines for out-of-home care programs (2nd ed.) Elk Grove Village, IL: American Academy of Pediatrics and Washington, DC: American Public Health Association.

Florida Children's Forum. (2004) Health and safety handbook (3rd ed.). Tallahassee, FL: Author.

Healthy Child Care Montana. (2002) An orientation manual for child care health consultants. Missoula, MT: Author.

Tacoma-Pierce Health Department. (2002). Promoting healthy child care, a health care plan for child care centers. Tacoma, WA: Author.

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Forward

The *Arizona Health and Safety Policy Manual for Child Care Centers* has been prepared for you...child care program staff. While rules, regulations, and resource documents provide standards for programs, developing policies to meet those standards is left to individual child care programs. Uncertainty about what should be included in health and safety policies discourages child care staff from preparing policy documents for their centers. *The Arizona Health and Safety Policy Manual for Child Care Centers* contains policies, forms, and parent materials to help child care centers promote health and safety in their programs. *Arizona Health and Safety Policy Manual for Child Care Centers* is designed as a simple, easy to use supplement to Arizona Child Care Licensure Regulations.

The “fill-in-the-blank” format of the *Arizona Health and Safety Policy Manual for Child Care Centers* makes it easy for programs to develop their own policy manual. A Toolkit section, at the back of the manual, contains forms and links to materials that match pertinent policies. The *Arizona Health and Safety Policy Manual for Child Care Centers* has been reviewed for consistency with Arizona Department of Health Services Child Care Licensure Rules and *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs*.

The *Arizona Health and Safety Policy Manual for Child Care Centers* was prepared by Arizona Child Care Health Consultants and the State School Readiness Board. Child Care Health Consultants are valuable resources for assisting with the development of health and safety policies but are not yet widely available in Arizona. Governor Janet Napolitano, through the efforts of the State School Readiness Board, is working to create a system of child care health consultants across the state. These nurses and health professionals are available to provide consultation, training and technical assistance to programs in matters of health and safety.

Thank you for partnering with us so that all children in Arizona are safe, healthy and ready to succeed!



Nadine Mathis Basha
Chair, State School Readiness Board

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Governor's Office of Children, Youth and Families
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We would like to thank Arizona Child Care Health Consultants
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The nationwide effort by the U.S. Department of Health and Human Services, Health Resources and Services Administration; the U.S. Department of Health and Human Services, Maternal and Child Health Bureau; and the National Training Institute for Child Care Health Consultants to ready health and early childhood professionals to provide information on health and safety issues has led to a proliferation of information on child care health and safety. Information and guidelines from these organizations, as well as Arizona's own experience and written works, have informed the writing of this manual.

How to Use This Manual

Arizona Health and Safety Policy Manual for Child Care Centers is intended for use by child care centers that already meet the criteria established for child care facilities licensure according to the Arizona Administrative Code, Title 9, Chapter Five. This manual does not include a restatement of these criteria.

In areas where health, early childhood education, and caregiving have progressed more rapidly than the rule-making process, we suggest policies and procedures for the care of young children that are more comprehensive than the criteria stated in the Arizona Administrative Code. For example, in 1995, the American Academy of Pediatrics issued a recommendation to place infants on their backs for sleep. Changes resulting from this recommendation have reduced the occurrence of Sudden Infant Death Syndrome (SIDS, also known as crib death) cases among U.S. children by half. However, back sleeping is not yet reflected in Arizona's child care facilities licensure criteria.

Please note that some conventions have been put into place for the ease of both the writers and the readers:

The term "health care provider" refers to many types of health professionals that provide services for children, including those making medical diagnoses and recommending treatment. "Health care provider" includes pediatricians, medical specialists, family practice physicians, nurse practitioners, and physician's assistants.

We use "parents" to refer to the adults legally responsible for the care and supervision of the child. We recognize that many children are in the care of foster parents, grandparents, other family members, etc.



The Computer icon directs you to forms or documents mentioned in the text or to additional resources. If you are using the portable document format (PDF) version of this manual, links can be activated by clicking on URL.

You will need Adobe Reader to view most of the forms and resources referenced in this manual. Get a free version of Adobe Acrobat Reader at: http://www.adobe.com/products/acrobat/readstep2_allversions.html

Getting Started

1. Fill in the blanks to make the manual useful for daily operations, staff orientation and training, and for quick action in emergencies. Complete blank spaces with the information requested. For example, if the information needed is “responsible person,” this may be a name, but more likely will be a staff position, such as Director, Lead Teacher or Cook.
2. Review the manual. Determine which policies apply to your program. Make a list of supplies required and tasks to be completed before policies are put into place.
3. Tasks in numbered lists need to be completed in the specified order.
4. Discuss policy changes with staff and parents. Ask staff and parents to support your desire to provide quality care for children.
5. Documents such as the Statement of Services required by the Arizona Department of Health Services and your Parent Handbook may need to be updated to reflect new policies.
6. See the Resources and Toolkit sections in the back of the manual. The Resources section lists agencies, organization, and websites that may provide helpful information. The Toolkit section contains forms and links to materials your center can use to implement suggested policies.
7. Check the website at: http://www.governor.state.az.us/cyf/school_readiness/childcare_manual.html for updates to policies, forms, and materials, and for new information about efforts in Arizona to improve the quality of early childhood education programs in our state.
8. Review policies for needed revisions every six months. Document your review on the Review and Signature Page (pg. 74).

Emergency Contacts

911

Our program's name is _____.

The address is _____.

The nearest major cross streets are _____.

Special instructions for finding facility _____.

Our phone number is _____.

Give:

1. The nature of the emergency
2. Address where you need help
3. Age of the victim
4. Condition of the victim (e.g.; conscious? breathing? bleeding?)
5. Your name

Do NOT hang up until the emergency operator or rescuers tell you to do so.

Have a copy of the Emergency Information and Immunization Record Card ready for emergency personnel.

Important Numbers:

Child Care Licensure: _____
Child Protective Services: _____
Fire: _____
Hospital: _____
Local Health Department: _____
Poison Center: _____
Police: _____
Rape Crisis Center: _____
Suicide Prevention Hotline: _____
Woman's Shelter: _____
Other: _____

AHCCCS 1-800-334-5283

KidsCare 1-877-764-5437

If Emergency Medical Services are activated, notify your licensing or certification agency within 24 hours.

Emergency Procedures



Serious Medical Emergencies

Serious medical emergencies include those in which a person is at risk of permanent injury or death, is unconscious or becoming increasingly less responsive, can't breathe, has complications after a blow to the head, and those in which a person's condition seems to be getting rapidly worse, or any other condition which cannot be managed with first aid procedures. Serious medical emergencies need immediate attention.

1. In the event of a serious medical emergency involving a child or adult, a staff member stays with the victim and, if necessary, provides first aid.
2. The designated staff person contacts the Emergency Medical System and
 - describes the situation
 - gives the physical location of the emergency
 - gives the center's phone number and stays on the line until told to hang up
3. _____ (designated staff) contacts the parent or, if the parent cannot be reached, the child's emergency contact person.
4. Emergency transportation for necessary medical care is determined by the emergency response team and/or parent. A staff member follows the child to the hospital and remains with the child until the parent(s) arrive.
5. _____ (designated staff) completes an injury/ illness report form as soon after the incident as possible.
6. The incident report is signed by the parent. A copy of the incident report is given to parent and a copy is kept on file at the center. Incident reports are kept _____ (location, e. g., child's file, injury accident logbook).
7. Incident reports are reviewed at least semiannually by _____ (designated staff).

First Aid



First Aid Staff

When children are in our care, staff with current training in age-appropriate CPR and first aid training are always on site. We encourage all staff to be CPR and first aid certified.

Staff trained in first aid and CPR accompany children on field trips and while children are being transported.

Staff treat an illness or injury as described in our first aid manual:

(name of manual, e.g.; American Red Cross First Aid Manual)

An injury or illness and treatment is documented by

_____ (designated staff) in _____
(e.g.; Ouch Report, log book)

First Aid Kits

_____ (designated staff) is responsible for assuring our first aid kit(s) are fully stocked.

Contents of the First Aid Kit

- a) **Disposable, nonporous gloves (latex or vinyl)**
- b) **Scissors**
- c) **Antiseptic solutions or wipes, liquid soap**
- d) **Adhesive strip bandages in assorted sizes**
- e) **Bandage tape (adhesive tape)**
- f) **Sterile gauze pads**
- g) **Plastic bags (at least 1 gallon-size) for gauze, and other materials used in handling bloody items**
- h) Sterile flexible roller gauze
- i) Triangular bandages and elastic bandages (Ace™ type or similar product)
- j) Eye dressing
- k) Pen/pencil and note pad
- l) Cold pack
- m) Current first aid guide
- n) Coins for use in a pay phone
- o) Water
- p) Small plastic or metal splints
- q) Safety pins
- r) A non-glass thermometer
- s) Tweezers
- t) List of emergency phone numbers, parents' home and work phone numbers, and the Poison Control Center phone number

Bolded items are required by Arizona Child Care Center Rules.

First aid kit(s) is/are kept _____ (locations).

A fully-stocked first aid kit is located in each program vehicle that transports children and a fully-stocked kit is taken on all field trips.

Updating the Emergency Plan

The names of all individuals certified for CPR and first aid, and the location of all first aid kits, are included our program's Emergency Plan located _____ (where).

The Emergency Plan is updated yearly by _____ (designated staff).



Recommended Accident, Evacuation and Emergency Plan
http://www.azdhs.gov/als/childcare/ccc_forms/emergency.pdf

Safety Information Flipchart
<http://www.azdhs.gov/phs/owch/pdf/safety.pdf>

Shelter-in-Place



We are prepared for both natural and man-caused emergencies. In Arizona, thunderstorms, flooding, overturned trucks, leaking railcars, or other dangerous situations may require us to remain in the building until authorities advise us that it is safe to leave or we are directed to evacuate.

If we are advised to Shelter-in-Place, everyone must remain in the building until authorities advise us it is safe to leave or evacuate. This is a precaution intended to keep everyone safe.

1. In the event this program is instructed by local authorities to Shelter-in-Place, children and adults, including visitors, will go to _____ (room or rooms), taking any cellular telephones with them.
 - In a weather emergency we will shelter in ground floor rooms.
 - In a chemical event emergency, we will shelter in top floor rooms.
 - We will choose interior rooms, with no windows or few windows, if available.
 - We will select rooms with a telephone and toilet, if possible.
2. _____ (designated staff) will bring the program's Disaster Supply Kit and Emergency Information and Immunization Record Cards into the shelter room(s).
3. _____ (designated staff) will close and lock all windows, exterior doors, and any other openings to the outside. If told there is danger of explosion, window shades, blinds, or curtains will also be closed. Also, if directed to do so by authorities _____ (designated staff) will:
 - Turn off all fans, heating and air conditioning systems.
 - Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around doors and any vents into the room(s).
4. _____ (designated staff) will place signs that say, "Sheltering-in-Place" in windows and on outside doors.
5. _____ (designated staff) will write down the names of everyone in the room and answer telephone inquiries from parents and authorities.
6. _____ (designated staff) is responsible for assuring our Disaster Supply Kit(s) is fully stocked and for rotating and replacing perishable supplies including food, water and batteries.

Contents of the Disaster Supply Kit

Items for our Disaster Kit are selected to meet the needs of our location, the ages of the children in our program and their specific needs. We stock 3 days of supplies for the maximum number of children and adults who might be present.

Contents of the Disaster Supply Kit will include:

- Copies of Emergency Information and Immunization Record Cards for children and emergency information for adults
- Radio and extra batteries
- Flashlights and extra batteries
- Water (3 day supply) for drinking and sanitary needs
- Food (3 day supply, non-perishable)
- Manual can openers and items to open food containers
- Plastic/paper kitchen supplies
- Plastic garbage bags, large and medium size
- Paper towels
- Bleach
- Cleaner/sanitizer (Lysol™ or similar products)
- Soap
- Toilet paper
- Sanitary pads/tampons
- Hand sanitizer or moist hand wipes
- Lighter or matches
- Non-porous gloves (latex or vinyl)
- Pencils, pens, tape, paper
- Money (include small bills and coins)
- Hand tools (hammer, pliers, wrench, Phillips head and straight blade screwdriver)
- Duct tape
- Waxed paper, aluminum foil
- Books and games
- Diapers if needed (3 day supply)
- Bucket (a bucket with a trash can liner can serve as a toilet in an emergency)
- _____ (other item specific to your program)
- _____ (other item specific to your program)
- _____ (other item specific to your program)
- _____ (other item specific to your program)